



# City of Hazleton

## Zoning Department

### **Application for Zoning Appeal**

Enclosed please find one (1) copy of an application for a Zoning Appeal and an Affidavit form to completed.

Please complete all information legibly.

#### **Note the required steps to correctly file a Zoning Appeal:**

Appeal Application and Affidavit must be returned with payment of **\$500** for Residential and **\$800** for Commercial. **All fees are non-refundable.**

The returned Affidavit must be notarized by a licensed Notary Public.

#### **When attending the meeting you are required to bring the following:**

1. The Affidavits and receipt must accompany you at the hearing.
2. Provide a copy of the deed when attending the meeting with Zoning Hearing Board, a drawing of proposed subdivision / alteration or addition is also required when attending.
3. If applicant does not own the property or is in the process of buying the property an official sale agreement or lease to buy agreement must be presented to Zoning Hearing Board, a drawing of proposed subdivision / alteration or addition is also required when attending.
4. If you are adding apartments, you must also provide a diagram of the floor plan.
5. If an interpreter is needed, the Applicant is required to bring their own interpreter to assist with requests and questions of the Board.

If applicant does not own the property or is in the process of buying the property an official sale agreement or lease to buy agreement must be presented to the board. **The owner of the property must attend, and a deed must be presented or file the attached affidavit #2.**

**\*\* Please note scheduled meeting are subjected to change \*\***



City of Hazleton  
Zoning Appeal Application

Applicant/ Appellant Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Do you own the property in question? \_\_\_\_\_ YES \_\_\_\_\_ NO

If not, give name and address of owner(s) \_\_\_\_\_

**\*\*\*\*Owner must be present at the Zoning Hearing Board Meeting \*\*\*\***

Name of Attorney, if any: \_\_\_\_\_

Interest of appellant / applicant if not owner: \_\_\_\_\_

1. Appeal application relates to: (Check item of items applicable)

Use of property _____	Lot Coverage _____
Building Heigh _____	Side Yards _____
Front Yards _____	Rear Yards _____
Existing Bldg _____	Proposed Bldg _____

2. Location of Real Estate Affected: \_\_\_\_\_

Present Use:

\_\_\_\_\_  
(Indicate vacant, residence, commercial, etc.)

Zoning District: \_\_\_\_\_ (R-1, R-2, R3, OS, O, CC, CH, I-1, 1-2)

3. Date determination made by Zoning Officer: \_\_\_\_\_

4. Reason applicant / appellant believes board should approve action and whether hardship is claimed, and specific hardships.  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(If necessary, continue item #4 on reverse side)

Applicant / Appellant's Signature \_\_\_\_\_

# AFFIDAVIT #1

The undersigned has applied to the Zoning Hearing Board of Adjustment for:

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A Hearing will be held on \_\_\_\_\_

At 6:30 PM in Council Chambers or Auditorium, City Hall, Hazleton, PA. Persons objecting may appear at that Time.

I do hereby certify that I will post the within notice on the premises ten (10) days prior to the date of the hearing.

\_\_\_\_\_  
Property Owner Signature  
**Owner must be present at hearing**  
**Along with copy of deed.**

\_\_\_\_\_  
Appellant name – Please Print

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Tenant Signature (if applicable)

\_\_\_\_\_  
Application Number

Commonwealth of Pennsylvania:

: SS.

County of Luzerne

On this, the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ Before me, a Notary Public, the undersigned officer personally appeared, \_\_\_\_\_ Known to me (or satisfactorily proven) to be the person(s) whose name(s) is / are subscribed to the within instrument, and acknowledge that he / she / they executed the same for the purpose therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and notarial seal.

\_\_\_\_\_  
NOTARY PUBLIC

**\*\*\*\*\*In event owner cannot attend hearing\*\*\*\*\***

**AFFIDAVIT #2**

The undersigned has applied to the Zoning Hearing Board of Adjustment for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A Hearing will be held on \_\_\_\_\_

At 6:30 PM in Council Chambers or Auditorium, City Hall, Hazleton, PA. Persons objecting may appear at that Time.

As owner I hereby agree that the Tenant (Applicant) may proceed with the use of the property requested as stated above.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Application Number

Commonwealth of Pennsylvania:

: SS.

County of Luzerne

On this, the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ Before me, a Notary Public, the undersigned officer personally appeared, \_\_\_\_\_ Known to me (or satisfactorily proven) to be the person(s) whose name(s) is / are subscribed to the within instrument, and acknowledge that he / she / they executed the same for the purpose therein contained.

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NOTARY PUBLIC